

REQ1150 - Requisition Status Report

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This report provides the status of submitted requisitions. Requisitions are sorted by requestor, location, priority, or requisition number if the parameter is left blank. You can filter data by the current year/next year parameter.

Parameter	Description
Current Year (C), or Next Year (N)	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
Select Requisition(s), or blank for ALL	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click ⋮ to search for requisition numbers. Otherwise, leave blank to use all requisition numbers.
Sort by Requestor (R), Rcv Location (L), Vendor (V), or blank for Req #	R - Sort the report by the requestor. D - Sort the report by the date. L - Sort the report by the receiving location. P - Sort the report by the purchase order number. T - Sort the report by the priority. Blank - Sort the report by requisition number.
Include Requisition Comments? (Y/N)	Y - Include requisition comments. N - Exclude requisition comments. This is a required field.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Use Logged-on User as Originator (O), Requestor (R), Both (B)	O - Use the logged-on user as the originator. R - Use the logged-on user as the requestor. B - Use the logged-on user as both the originator and the requestor. This is a required field.
Select Requestor(s), or blank for ALL	Type the requestor name, or click ⋮ to search for requestors. Otherwise, leave blank to use all requestors.

Generate the report.


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